

Dubois Center - 2651 Quarry Road, Du Bois, IL 62831
Business Telephone Number 618-787-2202
Fax Telephone Number 618-787-7701
Website www.duboiscenter.org

Dubois Center Summer Camp Program
Summer Staff Employment - *Reference Form*

DEAR REFERENCE: The individual named above is applying to serve as a *Summer Camp Staff* member, working with children and youth, and has listed you as a Reference. A Reference should be knowledgeable about the applicant's character and qualifications. If you feel you do not meet this criterion and/or you are a close personal friend or member of the immediate family of the applicant, do not complete this form. If you are able to serve as a Reference, **please complete both pages of this form and return it to the address listed above.** Thank you for your time, your prompt response is greatly appreciated.

Reference Name: _____ Candidate: _____

Reference Title/Position: _____

Email Address: _____ Phone Number: _____

Company Name and Address: _____

Dates of Employment: _____ Rate of Pay: _____

Position of Candidate: _____ Nature of work/job responsibilities: _____

Why did the candidate leave this position?

Would you hire or rehire this candidate? Why?

Rate the Candidate's characteristics on a scale of 1-5 with option 5 strongly agreeing & 1 do not agree.

Is respectful to others and their beliefs _____

Has the ability to remain flexible & can adapt to unexpected situations or needs _____

Is able to take direction well and apply it _____

Has good listening and communication skills _____

Has the ability to work well in a group or independently _____

Exhibits positive leadership _____

Is able to accept supervision, constructive criticism & direction _____

Relates to children and youth well _____

Demonstrates responsibility and dependability _____

Is punctual and reliable _____

Has the ability to work well with a diverse group of individuals _____

Demonstrates age appropriate interaction _____

Is conscious of safety in situations _____

Consistently meets or exceeds goals and expectations _____

Ability to successfully do the job they are seeking at DuBois Center _____

Please elaborate on any areas that you rated the candidate less than a 3 from above.

What are the candidate's strengths? Weaknesses?

How does the candidate handle work-related stress? Can you give an example of a setback or stressful challenge they faced and how they dealt with it?

What advice can you give the Program Director to successfully manage the job candidate?

Would you be willing to have a child of yours under the candidate's influence and leadership? Why or why not?

Please comment on the candidate's training, experience and skills working with children and youth.

Would you like to add anything else? Are there things DuBois Center should know that was not asked in this form?

Please check one:

I highly recommend this candidate I recommend this candidate with reservations
 I recommend this candidate I do not recommend this candidate at this time

Signature of Reference: _____ Date: ___/___/___